

Approved For Release 2002/08/28 : CIA-RDP84-00780R002100130005-2

21 November 68

MR. COFFEY

21 NOV 1968

FYI - per your request

REGISTRY

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SECRET

FILE *Meeting X*  
(Minutes)  
NOV 1968

MINUTES

DD/S STAFF MEETING

29 October 1968 - 1030 Hours

*B7*

[Redacted]

2. Briefing on Systematic Analysis of Psychological Data

[Redacted]

which sought answers to various questions pertaining to employee performance. These involve identifiable characteristics for those who leave early vs those who stay; those who end up in the Intelligence Directorate vs the Clandestine Services vs the Support Directorate; those who find job satisfaction vs those who do not etc. The study has been underway for over a year and has concentrated largely on Career Trainees, as these form an identifiable documented group.

There is an apparent strong relationship between Test Results and Training Evaluations, and also between Training Evaluations and Job Performance and Potential (except for Training Evaluations resulting from the Support Career Trainee Course). A less strong relationship exists between Test Results and Job Performance and Potential. It was also indicated that those employees who leave after their first year with the Agency have a higher intellect than those who stay. [Redacted] covered several other preliminary findings by the task force.

3. Fund Drive

[Redacted] reported that the Support Directorate has now achieved 109.2% of the Combined Federal Campaign quota. Percentages of goal achieved range from the Office of Training with 140.7%, the Support Services Staff with 129.1%, the Office of Finance with 122.4% to the Office of Logistics with 97%. Support Directorate personnel have also contributed \$3,073 to the Educational Aid Fund and \$3,221 to the Public Service Aid Society. A final report will be issued when final figures are all in.

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GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

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4. Revision of FY 1969 Staffing Complement

25X1 [ ] said that we should have firm budget figures from the Bureau of the Budget within the next two weeks. Meanwhile only minor changes have been made from the staffing figures furnished each office in a 13 August memo. These figures are considered to be stable enough for offices to proceed to readjust their Staffing Complements in line with office ceilings, etc. Mr. Bannerman commented that Colonel White's BALPA reserve is gone; from here on offices will have to re-allocate their personnel resources to meet changing requirements.

5. CORDS

Mr. Bannerman drew attention to news reports that Ambassador Komer has been made Ambassador to Turkey and Bill Colby has been designated to succeed Ambassador Komer as Deputy for Pacification to the U.S. Commander in Vietnam.

6. Documents for the LBJ Library

Some of the papers forwarded by the other Directorates for possible inclusion in the LBJ Library have been found to include memoranda from DCIs' on meetings they attended, personal comments, etc. These documents are privileged documents and should not be included in the Library material.

7. Minimum Standards for Investigations on Competitive Service Employees and Applicants

The DD/S discussed the advance copy of the proposed Federal Personnel Manual letter sent to us by the Civil Service Commission. While establishing minimum standards for full-field investigations, the letter also delineates things that are not authorized. An attachment to the letter deals specifically with the use of the polygraph. It was noted that the letter follows criteria which was discussed a couple of years ago, and the Agency will not have to change what we are now doing; we have been following the outlined standards for years.

8. Career Trainee Resignations

The DCI mentioned the loss figures pertaining to Career Trainees at his Executive Committee Meeting. It was noted that 57% of the reasons stated for leaving involve job-related factors. The DD/S will emphasize these points in advising the other Deputy Directors.

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9. CIA Movie

25X1 Mr. Bannerman commented on the CIA film which will be designed to project the Agency's image to non-Agency groups. A small advisory committee will be established to assist [ ] who will honcho the task and report directly to the DD/S.

10. SIPS

Mr. Bannerman said that he has discussed a task force concept with Mr. Duckett, which will operate under DD/S direction as a merged Management Support Division/OCS and SIPS Staff. The task force will be located in the Headquarters Building and is designed to further the implementation of the SIPS Program. The task force chief will have to decide priorities on new requests based on old systems vs SIPS implementation. Mr. Coffey will be charged with the job of overseeing the task force.

11. Around the Table

25X1 a. [ ]

25X1 [ ] may be back for part-time duty on Thursday.

25X1 b. [ ]

25X1 [ ] has raised the need for community security standards for libraries.

The recently developed method of detecting surreptitious entry is proving to be a very "saleable" item.

Mr. Osborn is in Baltimore today with Mr. Blake.

c. Dr. Tietjen:

The Asian flu is apparently on a slow track with only sporadic cases reported in the continental U.S. It seems to be a mild variety, and it is still expected that a vaccine will be available by mid-December.

25X1 [ ] is back part-time and is located at the Ames Building.

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d. Mr. Richardson:

The first Advanced Management (Planning) Seminar for GS-15's and above was held last week with 34 students. There were no division or office chiefs represented in this running, but it is hoped to have some in the next Seminar in April. The Seminar was apparently very well received. Nine DD/S personnel participated.

During the recent running of Project USEFUL the senior instructor footed the \$4 bill for coffee on the first morning. Mr. Richardson raised the question of how this expense could be charged to the Agency. Mr. Banerman passed the question

e. Mr. Bush:

The Civil Service Commission has finally started sending some of the money owed to our fund. The Agency Retirement System Fund now stands at \$34.5 million. Yield on government securities purchased with the last million dollar investment amounts to 5.715%.

f. Mr. Meloon:

Bids are due this week for safety glass for the first floor of Ames Building.

Of 33 personnel interviewed for possible retirement under the CIA Bill, only one individual has indicated interest.

The roadway into West Parking is progressing with a completion date of 18 November.

g.

Pointed out that a recent Internal Revenue Service rule no longer considers personnel of contractors to the U.S. Government residing in England and Japan as bona fide residents of England and Japan. This in

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effect means a loss of U.S. tax exemption. The rule is apparently based on the language of the status of forces agreements existing with these two countries.

12. The meeting adjourned at 1140 hours.



25X1

Special Assistant to the  
Deputy Director for Support

Distribution:

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ACTION ITEMS

DD/S STAFF MEETING  
29 October 1968

1. Office to proceed to readjust their staffing complements in line with current ceilings.
2. DD/S to advise other Deputy Directors of considerations involved in the loss of Career Trainees.
3.  to investigate possible means of reimbursing OTR personnel for coffee provided to visiting groups.

25X1

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